

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: HUMAN RESOURCES / COMPENSATION ANALYST
LOCATION: SAN FRANCISCO, CA
JOB REQUISITION: 2840

OVERVIEW

The Judicial Council of California, Administrative Office of the Courts (AOC), is currently accepting applications for a Human Resources/Compensation Analyst position in the Human Resources Division. One vacancy exists and the individual selected for this position will be appointed at a level commensurate with his or her qualifications, including the nature and extent of subject matter expertise and lead experience.

The Compensation Analyst (Human Resources Analyst) with the Human Resources Division of the Administrative Office of the Courts will review and make recommendations that impact compensation programs, conduct specialized compensation studies, and provide training to AOC staff and the courts on topics relating to compensation.

DEPARTMENT STATEMENT

The Classification, Compensation, and Benefits Unit provides direct and indirect services to the judicial branch in the areas of classification and compensation. In addition, they recommend and implement new benefit programs and improve existing programs for judicial branch employees.

Current major initiatives include:

- Developing comprehensive employee benefits programs for 19,000 court employees to better position themselves as an employer of choice;
- Developing a branch wide review process for employee classification & compensation; and
- Conducting research, surveys, and focus groups on issues of most concern to AOC and judicial branch employees in the area of compensation and rewards.

RESPONSIBILITIES

- Conducting research, analyzing data, making recommendations, drafting memos and reports of findings, developing survey instruments, and making formal presentations to management;
- Conducting internal salary comparisons and external salary surveys;
- Serving as a consultant to AOC staff, the courts, and management on matters relating to compensation, responding to the most sensitive or complex inquiries and resolving issues arising from such inquiries;
- Implementing new programs and recommending changes to existing ones;
- Reviewing legislation for impact on compensation programs and staying abreast of industry trends;
- Working with the staff and customers of the Human Resources Division to address emerging issues; and
- Other duties as assigned.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in human resources, public or business administration, or organizational psychology, **and** three years of

professional analytical experience that includes developing, implementing, and administering compensation programs.

OR

Two years as a Staff Analyst with the judicial branch in human resources management.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

In addition to the minimum qualifications listed above, desirable qualifications include:

- Experience conducting data extraction from PeopleSoft (or similar HRIS);
- Advanced proficiency with Excel;
- Knowledge of the principles, practices, and practical application of human resources management programs;
- Knowledge of and experience in designing, implementing, and administering compensation and benefits programs; and
- Certification as a compensation professional with World at Work (American Compensation Association) or some other professional organization.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at **www.courtinfo.ca.gov/careers** . Click on "View postings and apply for jobs", and search for job requisition 2840. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688

415-865-4272 Telecommunications Device for the Deaf

Or download a printed copy under the 'Special Access and Application Help' section on the Careers page of our website.

PAY & BENEFITS

SALARY RANGE: \$5,511 - \$6,697 per month

(Starting salary will vary between \$5,511 and \$6,062 per month)

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave (22 days) OR Sick/Vacation Leave (12 sick days/10 vacation days)
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)

- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

Supplemental Questionnaire

for

HUMAN RESOURCES / COMPENSATION ANALYST

Job Req #2840

Your answers to this supplemental questionnaire must be submitted with your application in order for your application to be reviewed. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions. When filling out the online application, you will have the opportunity to submit your answers to these questions.

1. Describe the scope of your experience in compensation analysis and specifically identify your responsibility in conducting, or participating in, compensation studies and developing and presenting recommendations.

2. Describe your experience in designing compensation surveys, analyzing the data, and drafting reports of findings.

3. Describe your experience, if any, in compensation implementation and administration and specifically relate your role in contract negotiation, compensation research, and provider relations.